

STEM Action Center Elementary STEM Endorsement Cohort Grant

H.B. 150, 2014 Legislative Session

GRANT APPLICATION for January 2015 - January 2016

**Partnership Applications Due:
Friday, January 16, 2015, 5:00 p.m.**

Copies of this application and support materials are on the STEM Action Center website
at: <http://stem.utah.gov/for-educators/>

Contact: Sarah Young
STEM Specialist
Utah State Office of Education
250 East 500 South
PO Box 144200
Salt Lake City, UT 84114 – 4200
Phone: (801) 824-3013
sarah.young@schools.utah.gov

Sue Redington
Program Manager
STEM Action Center
60 East South Temple, 3rd Floor
Salt Lake City, UT 84111
Phone: (801) 538 – 8697
sredington@utah.gov

FAST FACTS FOR SUBMITTING A GRANT APPLICATION

Elementary STEM Endorsement Cohort Grant

AWARDS: Each proposal can request up to \$100,000 per year for up to two years to support teachers completing their Elementary STEM endorsement. Grant activities may begin only after receipt of the grant approval notice. This is anticipated to be January 31, 2015. All grant activities for year one must end by June 30, 2016.

DEADLINE: All applications must be delivered via email to Sarah Young, STEM Liaison between the Utah State Office of Education (USOE) and the STEM Action Center (STEM AC) by 5:00 p.m. on Friday, January 16, 2015. **Faxed applications will not be accepted.**

REQUIREMENTS: To be considered, the STEM Liaison with USOE and STEM AC must receive one electronic copy of the proposal by the date specified above. **E-mail the electronic copy** to sarah.young@schools.utah.gov. All email submissions will be confirmed with a receipt email within 24 hours. It is the responsibility of the lead partner to follow up with the STEM Liaison to confirm the receipt of the application by the articulated due date.

Listed below are the required components of an acceptable application in the order they should appear. The narrative sections of the proposal must be double-spaced, Arial font and not smaller than 11-point. The narrative is limited to 8 pages. Applications must adhere to the page limitations on the narrative sections. See the guidance in this application packet for complete information. Applications must not include additional material beyond that allowed in the following list:

1. Cover/Assurances Pages
2. Partnership Participants Form
3. Abstract
4. Table of Contents
5. Project Narrative
6. Attachments

QUESTIONS REGARDING THE GRANT PROGRAM/APPLICATION MAY BE DIRECTED TO:

Contact: Sarah Young
STEM Specialist
Utah State Office of Education
250 East 500 South
PO Box 144200
Salt Lake City, UT 84114 – 4200
Phone: (801) 824-3013
Sarah.young@schools.utah.gov

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Elementary STEM Endorsement Cohort Grant PROGRAM TIMELINE

2015-2016 Competition

January 16, 2015	All applications must be RECEIVED by Friday, January 16, 2015, 5:00 p.m. (MST)
January 19, 2015 – January 29, 2015	USOE and STEM Action Center Staff will: <ul style="list-style-type: none"> • Review applications and budgets for adherence to state requirements • Negotiate budgets with recommended applicants • Finalize recommendations for grant awards
January 30, 2015	STEM Action Center will receive & act on recommendations for funding.
February 2, 2015	Newly funded Elementary STEM Cohort Grant Projects begin with solicitation of teachers for cohort.
June 30, 2016	Year One of new Elementary STEM Cohort Grant Projects ends. (End of the Fiscal Year One Activities. All second year funding requests will be based on remaining year one fiscal balance at the end of business on this date.)
July 30, 2016	Year One Annual Report due to STEM Action Center for review.

APPLICATION INSTRUCTIONS FOR INSTITUTIONS OF HIGHER EDUCATION, SCHOOL DISTRICTS, AND NONPROFIT ORGANIZATIONS SEEKING AN ELEMENTARY STEM ENDORSEMENT COHORT GRANT

I. Introduction/Background

The purpose of this program is to increase the academic achievement of students in STEM by encouraging state education agencies, institutions of higher education, local education agencies, and elementary schools, to participate in coursework that improve instruction and upgrade the status and stature of STEM teaching. The Elementary STEM Endorsement is designed to support and develop highly qualified teachers based on professional learning standards articulated in Utah law 53A-3-701 passed in 2014 (http://le.utah.gov/~code/TITLE53A/htm/53A03_070100.htm).

The STEM Action Center is responsible for the administration of this program. Funds available for the Elementary STEM endorsement cohort competitive grant program will be awarded by the USOE to support successful proposals submitted by Utah Institutes of Higher Education (IHEs), school districts, or nonprofit organizations (NPOs), that have formed partnerships focused on the improvement of STEM instruction specific to the Utah core standards and the Elementary STEM endorsement course framework guides. Partnerships must include, at a minimum one LEA and one IHE (can be from an Education and/or department with programs in STEM disciplines).

II. Program Description

A. Purpose:

The purpose of the Elementary STEM endorsement cohort program is to:

1. Connect theory and practice through reflection, teaching, scholarship, and STEM educational action research.
2. Help teachers provide access for all students to STEM education including traditionally underrepresented groups that consider students of diverse backgrounds and perspectives.
3. Use student achievement data to design authentic, innovative, problem-based learning experiences.
4. Explore uses of appropriate assessment and technological tools to enhance STEM teaching, learning, student achievement, and college career readiness.
5. Demonstrate proficiency with STEM content, skills, and practices and teach those to students.
6. Explore and implement innovative, research-based, engaging curriculum, specific to the Utah Core academic standards and college and career readiness, geared towards increasing student achievement.
7. Developing the skills and dispositions to be teacher leader in STEM, model instruction, plan with colleagues, complete presentations for local and statewide efforts, etc.

B. Eligible Partners:

1. Partnerships applying for a grant **must** include:
 - a) A local education agency (LEA) – (The LEA partner **MUST** be the lead institution and submit the application for consideration.)

- b) An institution of higher education.
2. Partnerships may also include:
 - a) Another engineering, mathematics, science, or teacher training department of an institution of higher education.
 - b) Additional local education agencies, public charter schools, public elementary schools or secondary schools, or a consortium of such schools.
 - c) A business.
 - d) A nonprofit or for-profit organization of demonstrated effectiveness in improving the quality of mathematics and science teachers; **AND**
3. **Each institution (LEA, IHE, etc.) is only allowed to be involved with ONE cohort proposal for this round of funding.**

C. Use of Funds:

Each partnership is eligible for up to \$100,000/year to support the cohort for a maximum of two years.

A partnership shall use funds provided for **one or more** of the following activities related to elementary schools:

1. Supporting tuition costs associated for K-6 public and charter school Utah licensed teachers that meets the criteria established by the Elementary STEM Endorsement Course Frameworks. This coursework is in the form of IHE credit-bearing coursework through the partnership.
2. Up to 10% of the overall budget can be used for materials to support the problem-based learning environment required for the coursework to meet the needs of teachers pursuing the endorsement. *(Note: The classroom materials are limited to a one-to-one ratio to the number of teacher in the class. No classroom sets may be purchased for each individual teacher.)*

A partnership **shall not** use funds for the following activities:

- To supplant funds that would otherwise be used for activities authorized under already existing district programming;
- Purchase of classroom sets of materials for K-12 student use, (one example of the classroom material may be purchased for each teacher in the program for training purposes);
- Purchase of digital technology for cohort teacher use;
- Travel;
- Acquisition of real property, rent of space, or for construction.

Teacher or classroom materials, supplies, and equipment purchased with project funds remain the property of the partner LEA's.

D. Duration of Grants:

Grants may be awarded for a period of 2 years, subject to: (1) state appropriations, (2) compliance with program requirements, (3) demonstration of effectiveness, and (4) timely reporting of findings and budgets by partnerships.

Fiscal Year Carry-Over Guidelines:

Each eligible partnership receiving a grant or sub-grant must report annually to the STEM Action Center regarding the eligible partnership's progress in meeting the objectives and annual targets described in the partnership's accountability plan.

Each project will be allowed to carry-over no more than 10% of the total Year One budget beyond the end of the project fiscal year (January 30, 2016 for Year One). All remaining funds beyond the 10% will be returned to the STEM Action Center for reallocation. This will be the formula used for Year Two as well.

All projects must use all of the fiscal funds allotted in Year One before utilizing funds associated with Year Two.

E. State Reporting Requirements:

Each eligible partnership receiving a grant must report annually to the STEM Action Center regarding the eligible partnership's progress in meeting the objectives and annual targets described in the partnership's accountability plan. The Grantee will use the reporting procedures established by the STEM Action Center and community stakeholders.

F. Protected Information:

The Government Records Access and Management Act (GRAMA), Utah Code Ann., Subsection 63-2-304, provides in part that:

The following records are protected if properly classified by a government entity:

(1) trade secrets as defined in Section 13-24-2 if the person submitting the trade secret has provided the governmental entity with the information specified in Section 63-2-308 (Business Confidentiality Claims);

(2) Commercial information or non-individual financial information obtained from a person if:

(a) Disclosure of the information could reasonably be expected to result in unfair competitive injury to the person submitting the information or would impair the ability of the governmental entity to obtain necessary information in the future;

(b) the person submitting the information has a greater interest in prohibiting access than the public in obtaining access; and

(c) the person submitting the information has provided the governmental entity with the information specified in Section 63-2-308;

* * * * *

(6) records the disclosure of which would impair governmental procurement proceedings or give an unfair advantage to any person proposing to enter into a contract or agreement with a governmental entity, except that this Subsection (6) does not restrict the right of a person to see bids submitted to or by a governmental entity after bidding has closed;

GRAMA provides that trade secrets, commercial information or non-individual financial information may be protected by submitting a Claim of Business Confidentiality.

To protect information under a Claim of Business Confidentiality, the applicant must:

1. Provide a written Claim of Business Confidentiality *at the time the information (proposal) is provided to the state*, and
2. Include a concise statement of reasons supporting the claim of business confidentiality (Subsection 63-2-308(1)).

A Claim of Business Confidentiality may be appropriate for information such as client lists and non-public financial statements. Pricing and service elements may not be protected. An entire

proposal may not be protected under a Claim of Business Confidentiality. The claim of business confidentiality must be submitted with your proposal (see Attachment E).

All materials submitted become the property of the state of Utah. Materials may be evaluated by anyone designated by the state as part of the proposal evaluation committee. Materials submitted may be returned only at the State's option.

All information submitted in an RFP (following the final selection) that is determined by the STEM Action Center or a subsequent records appeal not "protected" becomes public information, upon request.

III. Required Components of Application

Listed below are the required components, in the order that they should appear, of an acceptable grant application. The Project Narrative sections (excluding the attachments) of the proposal must be double-spaced, Arial font, and cannot be smaller than 11-point. Applicants must adhere to the page limitations on the Project Narrative sections and may not include additional material beyond that allowed in the following list:

PART I: PROPOSAL INTRODUCTION

- Cover/Assurances Pages
- Partnership Participants Form
- Abstract
- Table of Contents

PART II: NARRATIVE (8 page limit, excluding the Budget Justification)

- Section A: Three-Year Work Plan
- Section B: Commitment, Capacity, and Sustainability of Partnership
- Section C: Evaluation of the Project
- Section D: Budget Justification

PART III: ATTACHMENTS

- Attachment A: Budget Form
- Attachment B: Documentation of Teacher Commitment
- Attachment C: Confidentiality Claim Form

GRANT APPLICATION INSTRUCTIONS, CRITERIA, AND SUPPORTING FORMS

(Label and Number each Part and Section.)

PART I: PROPOSAL INTRODUCTION

NO POINTS

Cover/Assurances Pages (See Pages 9-10)

Partnerships Participant Form

List all partners and contact information. (See Page 11)

Abstract

Provide a brief narrative description (500 words or less) of the proposed Elementary STEM endorsement cohort program. This abstract does **not** count toward the 8-page narrative limit.

Table of Contents

Place a table of contents that references the page numbers of all of the required components of the application after the abstract.

PART II: NARRATIVE

50 POINTS

Note:

- **The Narrative Part must have the same headings and numbering as given below.**
- **The Narrative is limited to 8-pages, excluding the Budget Justification pages.**

Section A: Two-Year Work Plan

25 Pts.

1. **Activities** - Write a description of the activities to be carried out by the eligible partnership for two years (or length of proposed project if less than two years) and how these activities will address the completion of the Elementary STEM endorsement for participating LEA(s) or schools.
2. **Timeline** - Provide a detailed timeline for the activities of at least the first year (through June 30, 2016), with general activities outlined for year two.
3. **Roles and Responsibilities** - Define the roles and responsibilities of the partners as they relate to the activities. This section shall also describe the partnership's governance structure specific to decision-making, communication, and fiscal responsibilities. In addition to this narrative section, each application must append
 - a. A Partner Identification Form for each partner;
4. **Teacher Recruitment** - Describe the steps that will be taken to ensure that the targeted number of classroom teachers will participate in your project. Include how you will recruit teachers and any incentives or procedures that will be used to insure teacher participation. Proposals are encouraged to detail plans to target teachers from high needs schools.

- a. Each project must have a plan to recruit at least 20% of the cohort from charter schools or LEA's not applying for cohort funding specific to the Elementary STEM endorsement.
- b. Consortiums of LEA's is encouraged to meet the needs of multiple communities through a single cohort.
- c. **(Note: Any changes in participation numbers that exceeds 10% of the approved target must be reported to the STEM Action Center and may result in budgetary adjustment.)**

Section B: Commitment, Capacity and Sustainability of Partnership **10 Pts.**

1. **Teacher Commitment** - Provide documentation of the commitment letter you will use with teachers who participate in the Elementary STEM Endorsement cohort project. (One way of doing this is to provide a copy of the form that teachers will sign agreeing to participate in the project as long as they are employed by the participating agency and that the agency agrees to provide a stipend of a specified amount and/or tuition for a specified number of credit hours. The documentation may be referenced and included as an attachment.)
2. **Staff Qualifications** - Describe the experience and training of the project staff as it relates to the project activities. Staff in management or providing training must be identified and their work experience and educational level described.
3. **Resources** - Describe the resources (both material and human) that will be available to support the project.
4. **Sustainability** - Explain how the partnership will function beyond the grant period to support STEM education in K-6 public and charter school students and/or teachers.

Note: Management Capability: The partnership narrative must clearly demonstrate that the partnership has the capability (staff and resources) for managing the partnership's project, organizing the work, and meeting deadlines. This is critically important for the duration of the grant. If clear evidence of management capability is not demonstrated in the first year, the project will not be funded for the additional years.

Section C: Evaluation of the Project **10 Pts.**

1. **Evaluation Procedure** - Describe the evaluation procedure that will be used to measure:
 - a. **Teacher knowledge** - improvement in STEM content knowledge of teachers
 - b. **Teacher practice** - improvement in teacher knowledge of STEM Practices
 - c. **Teacher pedagogy** – improvement in teacher pedagogy as related to STEM endorsement course goals and outcomes
 - d. **Other Metrics** - Projects are highly encouraged to visit the US Department of Education Website: <http://www.ed-msp.net/index.php/resources> to look at evaluation documents and Annual Performance Reporting (APR) documents and guidelines. These resources are essential for evaluation design.

Section D: Budget Justification**5 Pts.**

(The Budget Justification is not counted as part of the 8-page narrative.)

In addition to completing the Budget Form (Attachment A), provide a narrative description of the budget. The narrative clearly describes the proposed expenditures for each of the two years of the proposed project.

- Provide sufficient **details** in the budget to clarify intended expenditures associated with the project budget.
- Provide a justification for each budget category.
- Describe any other non-grant funds that will be used to help support this project. (This is not required, but helps demonstrate commitment.)

Note:

Indirect cost rate shall not exceed the indirect cost rate for the partner with the lowest indirect cost rate.

PART III: ATTACHMENTS**NO POINTS**

Attachment A: Budget Form

Attachment B: Documentation of Teacher Commitment

Attachment C: Confidentiality Claim Form

STEM ACTION CENTER

60 East South Temple, 3rd Floor
Salt Lake City, Utah 84111

Application for 2015-2016 Elementary STEM Endorsement Cohort Grant

Applying Institution or Organization: _____

Program Title: _____

Program Director

Name: _____

Title: _____

Address: _____

Telephone: _____ **Fax:** _____

E-mail: _____

Amount of Funding Requested:	\$ _____	Year One
	\$ _____	Year Two
	\$ _____	TOTAL

Number of Teachers to Be Served Directly (teachers may be counted each year they are involved):	_____	Year One
	_____	Year Two

Certification by Authorized or Institutional Official:

The applicant certifies that to the best of his/her knowledge the information in this application is correct, that the filing of this application is duly authorized by the governing body of this organization, or institution, and that the applicant will comply with the attached statement of assurances.

Typed or Printed Name of Authorized Official
Grants Officer or Superintendent of Fiscal Agent

Title

Signature of Authorized Official

Date

STATEMENT OF ASSURANCES

Should an award of funds from the Elementary STEM Endorsement Cohort Program be made to the applicant in support of the activities proposed in this application, the authorized signature on the cover page of this application certifies to the STEM Action Center that the authorized official will:

1. Upon request, provide the STEM Action Center with access to records and other sources of information that may be necessary to determine compliance with appropriate federal and state laws and regulations.
2. Conduct educational activities funded by this project in compliance with the following federal laws:
 - a. Title VI of the Civil Rights Act of 1964
 - b. Title IX of the Education Amendments of 1972
 - c. Section 504 of the Rehabilitation Act of 1973
 - d. Age Discrimination Act of 1975
 - e. Americans with Disabilities Act of 1990
 - f. Improving America's Schools Act of 1994
3. Conduct educational activities funded by this project in compliance with the following state laws:
 - a. Professional Learning Standards articulated in Utah law 53A-3-701 passed in 2014 (http://le.utah.gov/~code/TITLE53A/htm/53A03_070100.htm).
 - b. STEM Action Center legislation articulated in Utah law 63M-1-3201 through 63M-1-3211 passed in 2014 (http://le.utah.gov/~code/TITLE63M/htm/63M01_320200.htm)

Use grant funds to supplement and not supplant funds from non-federal sources.

4. Take into account, during the development of programming, the need for greater access to and participation in the targeted disciplines by students from historically underrepresented and underserved groups.
5. Submit, in accordance with stated guidelines and deadlines, all program and evaluation reports required by the STEM Action Center.
6. The applicant will retain records of the program for five years and will allow access to those records for purposes of review and audit.

PARTNERSHIP PARTICIPANTS FORM

PROJECT TITLE: _____

LEAD AGENCY: _____

Provide a list of all partners and their contact information on this form:
(Use additional pages if necessary.)

1. Partnership Institution/USD: _____

a) Primary Contact Name: _____

b) Title: _____

c) Address: _____

d) Phone: _____ e) Fax: _____

f) E-mail: _____

g) Partner type: _____

(IHE math, science, engineering, or teacher training department; LEA; public charter school; private school; business; or a profit or nonprofit organization.)

2. Partnership Institution/USD: _____

a) Primary Contact Name: _____

b) Title: _____

c) Address: _____

d) Phone: _____ e) Fax: _____

f) E-mail: _____

g) Partner type: _____

(IHE math, science, engineering, or teacher training department; LEA; public charter school; private school; business; or a profit or nonprofit organization.)

3. Partnership Institution/USD: _____

a) Primary Contact Name: _____

b) Title: _____

c) Address: _____

d) Phone: _____ e) Fax: _____

f) E-mail: _____

g) Partner type: _____

(IHE math, science, engineering, or teacher training department; LEA; public charter school; private school; business; or a profit or nonprofit organization.)

NOTE: Required partners include 1) IHE; and 2) K-6 LEA

Budget

Partnership Funding Request

Part 3: BUDGET			
Applicant:		Project Name:	
Description	Funding Requested – Year One (up to \$100,000)	Funding Requested – Year Two (up to \$100,000)	TOTAL FUNDING REQUEST (up to \$200,000)
A. (100) Tuition Fees			
B. Supplies & Materials			
C. TOTAL DIRECT COSTS (Lines A through B)			
D. Indirect Cost (* Approved Indirect Cost Rate)			
E. TOTAL (Lines C through D)			

* The indirect cost rate shall not exceed the indirect cost rate for the partner with the lowest indirect cost rate.

This form is a required element of the grant application. Justification for each of the categories shall be included in the budget narrative portion of the application. Modifications to the grant must be reflected over the three years of the grant and included as part of the annual reporting. For reporting, it must include an itemized breakdown of these budget categories and a budget narrative explaining how you calculated each line item and the actual total project cost share.

Documentation of Teacher Commitment

Provide documentation of the commitment of teachers who will participate in the project. (One way of doing this is to provide a form that teachers have or will sign agreeing to participate in the project as long as they are employed by the participating agency and that the agency agrees to provide a stipend of a specified amount and/or tuition for a specified number of credit hours. The documentation may be referenced and included as an attachment.)

Claim of Business Confidentiality

Pursuant to Utah Code Ann., Subsections 63-2-304(1) and (2), and in accordance with Section 63-2-308, _____ (company name) asserts a claim of business confidentiality to protect the following information submitted as part of a Request for Proposals.

This claim is asserted because this information requires protection as it includes:

☐ trade secrets as defined in Section 13-24-2 ("Trade secret" means information, including a formula, pattern, compilation, program, device, method, technique, or process, that: (a) derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use; and (b) is the subject of efforts that are reasonable under the circumstances to maintain its secrecy).

☐ commercial information or non-individual financial information obtained from a person if: (a) disclosure of the information could reasonably be expected to result in unfair competitive injury to the person submitting the information or would impair the ability of the governmental entity to obtain necessary information in the future; [and] (b) the person submitting the information has a greater interest in prohibiting access than the public in obtaining access.

This statement of reasons supporting the claim of business confidentiality applies to the following information in this proposal:

Page	Paragraph	Reason

Please use additional sheets if needed.

You will be notified if a record claimed to be protected herein under Utah Code Ann. § 63-2-304(1) or (2) is classified public or if the governmental entity determines that the record should be released after balancing interests under Utah Code Ann. § 63-2-201(5)(b) or Utah Code Ann. § 63-2-401(6). See Utah Code Ann. § 63-2-308.

Signed:

Date:

Printed Name and Title

APPLICATION CHECKLIST

The *Application Checklist* is provided only for the use by the applicant. Do **not** include this page with the submitted application.

Part I: Proposal Introduction

- ☐ Cover/Assurances Pages
- ☐ Partnerships Participants Form is completed in full
- ☐ Abstract (500 words or less)
- ☐ Table of Contents – includes required headings and corresponding page numbers

Part II: Narrative

- ☐ **Meets 8-page limit**
(Limit does not include the Budget Justification.)
- ☐ Section A: Work Plan
- ☐ Section B: Commitment, Capacity, and Sustainability
- ☐ Section C: Evaluation Plan
- ☐ Section D: Budget Justification
- ☐ Narrative meets all formatting requirements, including the headings and numbering.

Part III: Attachments

- ☐ Attachment A: Budget Form
- ☐ Attachment B: Documentation of Teacher Commitment
- ☐ Attachment C: Claim of Business Confidentiality

E-mail electronic proposal PDF copy to Sarah Young at sarah.young@schools.utah.gov no later than 5:00 p.m. on Friday, January 16, 2015. Faxed applications will not be accepted.